



Erasmus+

Erasmus Mundus Joint Masters (EMJM) Project Monitoring & Reporting

Kick-off meeting

21st November 2024

*European Education and Culture
Executive Agency*

Monitoring

Objectives & Role EACEA

Monitoring is a necessary **core management instrument** for all projects and especially important for projects of particular success and projects that face problems.

1

PROJECT LEVEL



- Sound project management
- On track with initial objectives

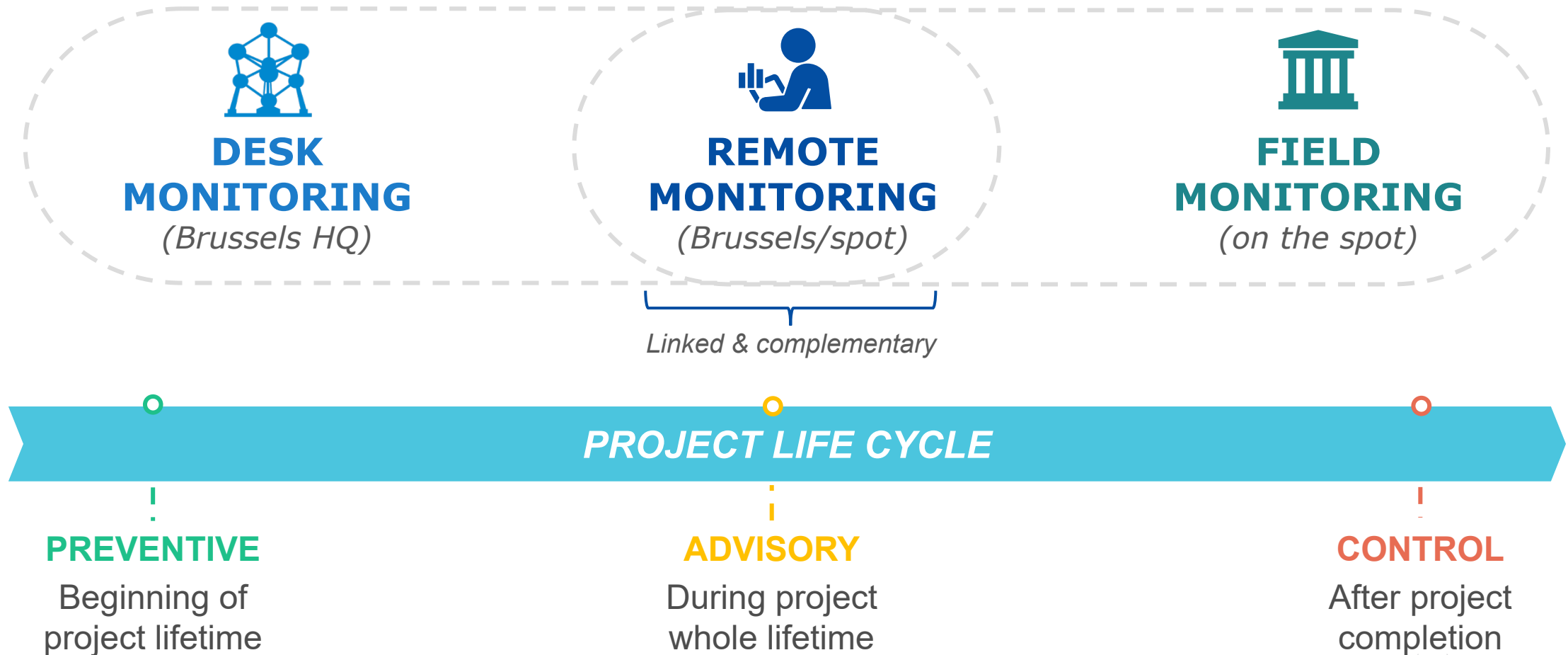
2

PROGRAMME LEVEL



- Project in line with EMJM policy objectives
- Compliance with EU rules

Types of Monitoring



Funding Tender Opportunities Portal (FTOP) Reporting

It is the **contractual obligation** of grant holders to report on their project on certain moments, financially and content-wise.

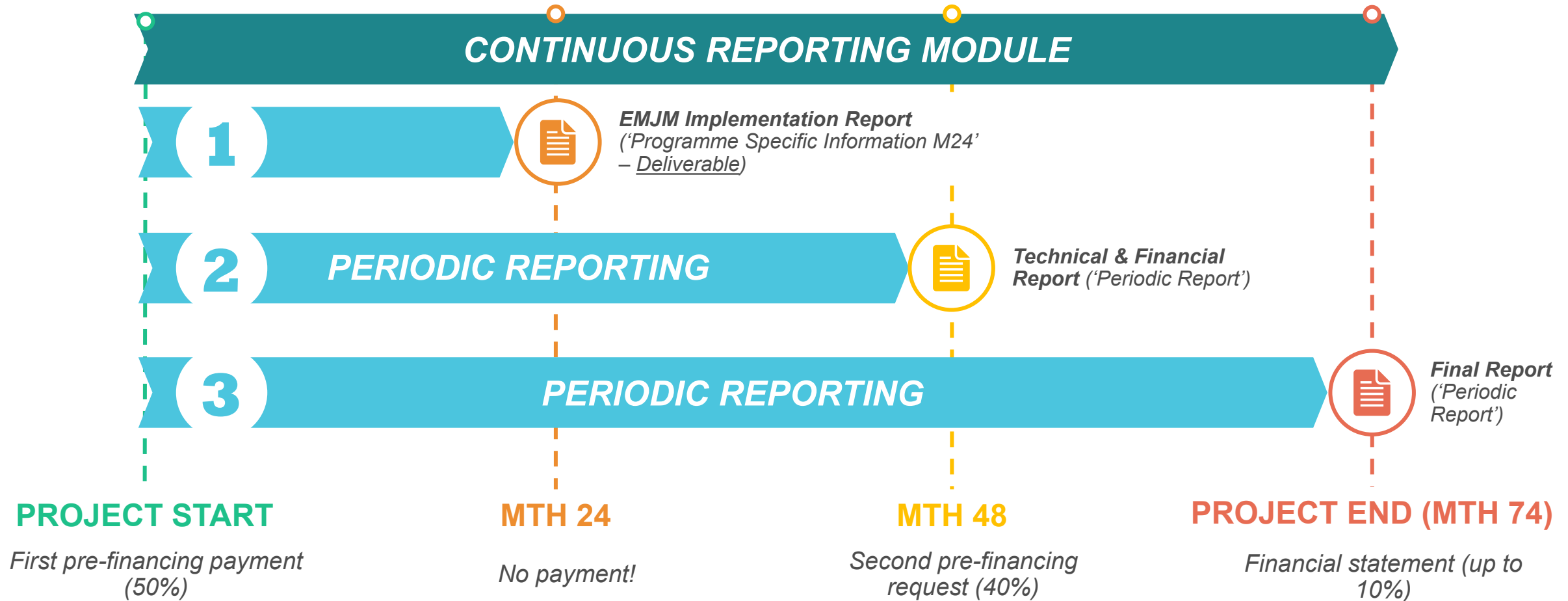


**Continuous Reporting &
Monitoring**



**Fixed Reporting
Periods**

Continuous Reporting, “Fixed” Reporting Periods & Pre-financings



Continuous Reporting

RESEARCH & INNOVATION
Grant Management Services

MY PROJECT

Call: ERASMUS-EDU-2023-PEX-EMJM-MOB
Type of Action: ERASMUS-EMJM-UN
Acronym: _____
Current Phase: Grant Management
Number: _____
Duration: 74 months
GA based on the: Erasmus+ MGA — Multi & Mono - 1.null
Start Date: _____
Estimated Project Cost: €0.00
Requested EU Contribution: _____
Contact: _____

Latest Legal Data
Active Processes
Document Library
Communication Centre

Continuous Reporting

01 Nov 2023
Started Completed

+ Continuous reporting data

Process documents
No documents.

Process communications
No topics

Process history

EXPLANATION ON COLOUR USE:

YELLOW BOX
A task is available to be carried out by the Consortium

BLUE BOX
Consortium has submitted information and wait the action of the EU (no available task to the Consortium)

BLACK BOX
The process is finalised

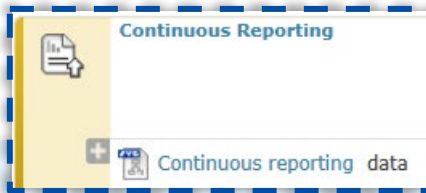
Activated at project start



<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Continuous+Reporting>

Continuous Reporting

Project Summary (for publication)



All fields are mandatory

Grant Management

Project Continuous Report

HOW TO

ERASMUS-...	Project Summary	Deliverables	Milestones	Critical Risks	Disseminat... activities	Communic... Activities	Events and Trainings	Financial support to 3rd parties	Mobility
Call: ERASMUS-EDU-2023-PEX-EMJM-MOB Topic: ERASMUS-EDU-2023-PEX-EMJM-MOB	✓	i	i	✓	✓	✓	✓	✓	✓

Project Summary (for publication)

i Provide an overall description of your project.

This summary should give readers a clear idea of what the project is about.

It should be written as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images).

Note: We may publish this summary for publication/dissemination purposes. Use only diagrams and photographs for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

Context and overall objectives

[No text provided]



<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Completing+the+Project+Summary>



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Continuous Reporting

Deliverables

Grant Management

Project Continuous Report

Project Summary

Deliverables

Milestones

Critical Risks

Disseminati... activities

Communic... Activities

KPI

Events and Trainings

Financial support to 3rd parties

Mobility

Graduation Data

Call: ERASMUS-EDU-2024-PEX-EMJM-MOB
Topic: ERASMUS-EDU-2024-PEX-EMJM-MOB

Public – fully open
Sensitive – limited under the conditions of the Grant Agreement
EU classified – RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organization)

Show Filters Clear Filters

Work Pa	Deliv	Deliver	Deliverable Name	Description	Le	Type	Dissemin	Due Date	New Due	Delivery D	Approval Date	Status
WP1	D1.3	D3	Students agreement template	Electronic format; English; 5 p	U	R	SEN	31 Dec 2024				Pending
WP1	D1.4	D4	Diploma and Diploma Supplement templat	Electronic format; English; 10	U	R	SEN	31 Dec 2024				Pending
WP1	D1.5	D5	AB meeting and reporting	Meetings will be held every 6	U	R	SEN	31 Dec 2024				Pending
WP1	D1.6	D6	Management Plan	management plan set	U	R	SEN	31 Oct 2024				Pending
WP1	D1.7	D7	EAB meeting and reports	Meetings will be held every ye	U	R	SEN	31 Aug 2025				Pending
WP1	D1.8	D8	Pedagogic council meeting and reports	Meetings will be held every se	U	R	SEN	31 Mar 2026				Pending
WP1	D1.9	D9	Pedagogical semestral reporting	Produced at the end of each s	U	R	SEN	31 Mar 2026				Pending
WP1	D1.10	D10	Self-Evaluation Document (SED)	Produced yearly per intake El	U	R	SEN	30 Sep 2026				Pending
WP1	D1.11	D11	Dissertations Final presentation and report	Produced at the end of the 2n	U	R	SEN	30 Sep 2027				Pending
WP1	D1.12	D12	Communication and dissemination activiti	Produced at months 12, 24, 3	U	R	SEN	30 Sep 2025				Pending
WP1	D1.13	D13	Sustainability plan	Electronic format, English, 10	U	R	SEN	30 Sep 2029				Pending
WP1	D1.14	D15	Programme specific information M24	This deliverable enables to co		R	SEN	30 Sep 2026				Pending
WP1	D1.15	D16	Programme specific informatio	Programme specific information M24 co		R	SEN	30 Sep 2028				Pending
WP1	D1.16	D17	Programme specific information M74	This deliverable enables to co		U	SEN	30 Nov 2030				Pending
WP2	D2.1	D14	Signed minutes of selection meetings	Produced at each intake Elect	U	R	SEN	31 May 2025				Pending

Allowed formats:
doc, docx, odt, rtf,
pdf, csv, zip



<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Completing+the+Deliverables>



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Continuous Reporting

Overview

MEANS

DELIVERABLES

- Upload all deliverables in FTOP by the 'due dates' (dissemination level!)
- Upload 'Programme specific information' (i.e. template 'EMJM implementation report') in month 24
- Upload 'Programme specific information' in month 48 and month 74 (Periodic Reports)

MILESTONES

- Check the box to indicate if milestone achieved or not;
- Select delivery date and add a comment (optional)
- Required milestones: Annual mobility tool updates (End April) in 'Mobility Tool'!

DISSEMINATION & COMMUNICATION ACTIVITIES / EVENTS & TRAINING

- **At least one** Dissemination and **one** Communication Activity at Final Report (m 74) with the 'Delivered' status and none 'ongoing' or 'postponed'.
- Events & Training: optional (flag checkbox if no event or training at Final Report)

RISKS

- State of play will be asked when completing periodic report (m48/m74)

KPI (Key Performance Indicator)

- State of play will at latest be asked when completing periodic report (m48/m74)
NB: This can also be regularly done or maybe necessary following specific request from Agency (for statistical purposes!)
- [Completing the Key Performance Indicators \(KPI\) tab - IT How To - Funding Tenders Opportunities \(europa.eu\)](https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pagelId=1867968)

TASKS



<https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pagelId=1867968>



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EMJM Implementation Report (month 24)

cf. deliverable 'Programme specific information M24' (month 24)



Only in the form of a '**deliverable**' (part of 'continuous reporting')



Deliverable: *Programme specific information M24 – This deliverable enables to collect specific information m24*



Template is available in FTOP (few data queries including number of applicants, specific questions on implementation, good practices, problems if any)



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>



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EMJM Implementation Report (month 24)

cf. deliverable “Programme specific information M24’ (month 24)

SOME QUESTIONS:



What was the number of applications received per edition? How did it evolve over time? From which countries/regions in particular did you receive most applications? Did it match your expectations?



How did you (continue to) ensure excellence and innovation throughout your project implementation? Did you change any parts of your curriculum?



If you received additional funds for targeted regions of the world, which specific (promotion, dissemination, cooperation) activities did your consortium implement related to these additional funding? To which extent did you manage to respect the geographical targets as indicated in the Programme?



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>



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Periodic Reporting (month 48) + (month 74)



First Periodic Report
Month 48



Final Report
(Final) Month 74



Each composed of:

1 “OFFICIAL” PERIODIC REPORT

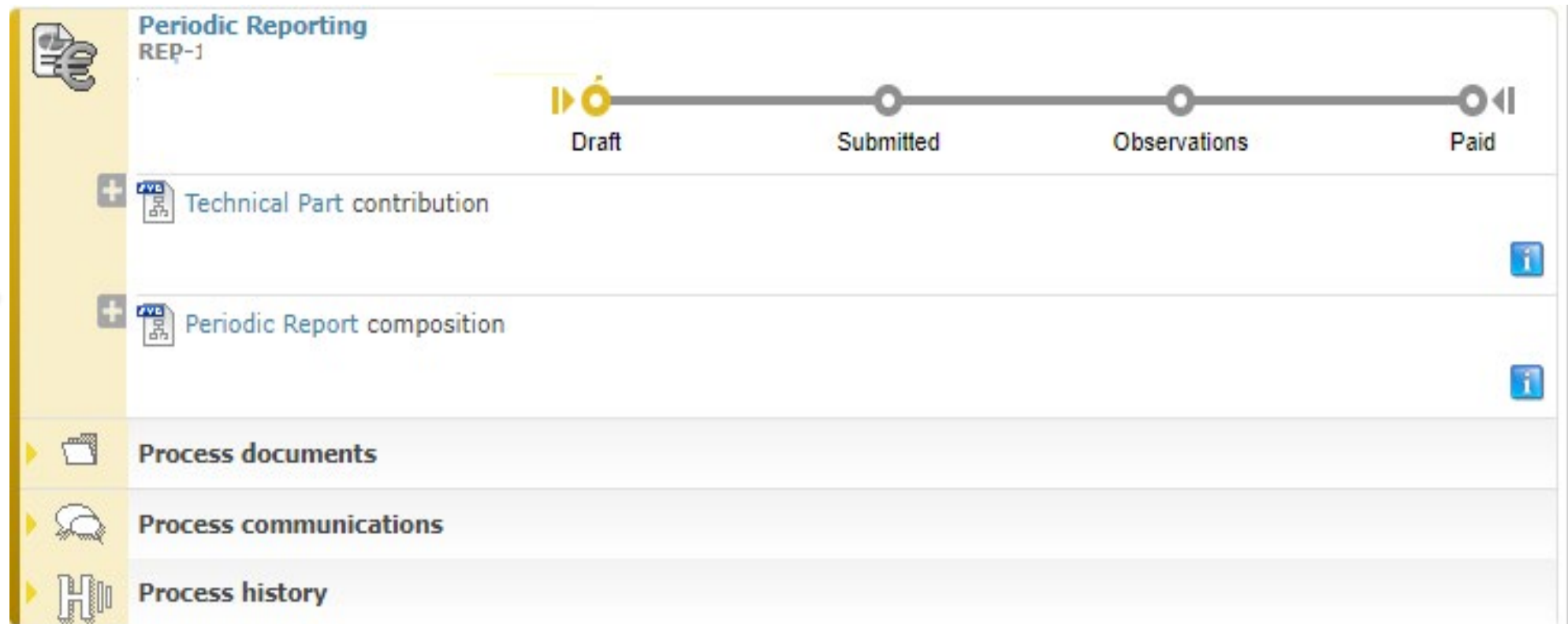
- PART A – ‘picture’ of all deliverables (**all deliverables due submitted prior**)
- PART B – short narrative part
- Financial statement

2 PROGRAMME-SPECIFIC INFORMATION M48 + M 74 (as deliverables)



Periodic Reporting (month 48) + (month 74)

You should start preparing the periodic report in the **Grant Management System** right after the periodic reporting is opened at the end of each reporting period (deadline for submission is normally 60 days).



Activated in FTOP
once the report is
due

Sources of Information

- Programme Guide – EM Action, EMJM 2024 call in FTOP, here: [Erasmus Mundus Joint Masters](#)
- (Annotated) Grant agreement in FTOP, here: [aga_en.pdf \(europa.eu\)](#)
- FTOP user manuals (!)
In FTOP, here: [Guidance & Manuals \(europa.eu\)](#)
- Your project officer
Through **(FTOP) Portal Messaging Facilities**
- Templates available
in FTOP, under ['Templates & forms'](#) (e.g. Project reporting templates)

Thank you



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